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## TRACK & FIX

1. **Identify the problem.** The first step in the Track & Fix process is to identify the problem. This involves gathering information about the problem, such as when it started, how often it occurs, and what symptoms are present. This information is used to create a list of potential causes.

2. **Develop a plan.** Once the problem has been identified, the next step is to develop a plan to fix it. This involves determining the steps that need to be taken to resolve the problem, and assigning responsibility for each step. The plan should be realistic and achievable.



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1. *Journal of the American Medical Association*, 1997; 277: 1001-1005.

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"LET'S GET INTO OUR ABLE!"



NAME: \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 GRADE: \_\_\_\_\_

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